

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF SAN BERNARDINO COUNTY, CALIFORNIA
AND RECORD OF ACTION**

August 31, 1999

FROM: KEVIN G. THOMAS, Director
Department of Community and Cultural Resources – Museums Division

**SUBJECT: EMPLOYMENT AGREEMENT WITH CASSIE G. CHANCE AS MANAGER OF
MUSEUM GIFT STORE**

RECOMMENDATION:

1. Terminate Agreement No. 97-740 with Cassie G. Chance, Museum Gift Store Manager, effective August 31, 1999.
2. Approve Employment Agreement with Cassie G. Chance as Museum Gift Store Manager from August 31, 1999 to August 31, 2001, increasing the hourly compensation rate from \$13.50 to \$14.38

BACKGROUND INFORMATION: On September 9, 1997, the Board of Supervisors approved an employment agreement (No. 97-740) with Cassie G. Chance as the Museum Gift Store Manager. The term of this agreement was for a period of twelve (12) months with the provision that this contract would be automatically renewed on a yearly basis. The Department required Ms. Chance's services to manage the operations of the various Museum Gift Stores. These stores are located at the following sites: Main Museum (Redlands), Yorba/Slaughter Adobe (Chino), John Rains House (Rancho Cucamonga), and Mousley (Yucaipa). The Gift Store Manager is required to manage all operations of the gift stores, including purchasing, sales projections, inventory control, merchandise mark up, and merchandise discounts. This position is also responsible for all fiscal functions and staffing requirements related to the Gift Stores. The Gift Store Manager reports directly to the Museum Division Chief. In accordance with Contract No. 97-740, Ms. Chance is currently compensated for her services at the hourly rate of \$13.50.

Approval of these recommendations would terminate the original agreement and approve a new contract with Ms. Chance. This action would immediately increase Ms. Chance's hourly compensation rate from \$13.50 to \$14.38. In addition, the hourly compensation rate will be increased to \$14.74 and \$15.26 on July 1, 2000 and June 30, 2001 respectively. The 6.5%, 2.5%, and 3.5% raises are commensurate with other County employees. Also, Ms. Chance would now be eligible for participation in the County's Benefit Plan. All other terms of the contract will remain intact, including the carry-forward of existing leave accumulations and accrual rates. Ms. Chance is not eligible for the County's Retirement System, but does participate in the County's P.S.T. Deferred Compensation Plan.

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The proposed agreement is for a period of twenty-four (24) months. The agreement shall be automatically renewed each year on the anniversary date of the execution of this agreement. Either party may terminate this agreement at any time without cause by giving the other party a fifteen (15) day written notice of termination.

REVIEW BY OTHERS: This agreement has been reviewed for legal form by Andy Hartzell, Deputy County Counsel, on July 19, 1999, and by Human Resources and Risk Management.

FINANCIAL IMPACT: Staff estimates that approval of this item would result in approximately an additional \$2,000 in salary and benefit expense for FY 1999/00. The Department has sufficient appropriations available in its FY 1999/00 Gift Store budget (EMM-CCR) to fund this additional cost.

SUPERVISORIAL DISTRICT(S): All

PRESENTER: Paul Oles, 307-0748